Crownpoint Time-off Form User Guide

To Access the Form

1. Open a web browser (Chrome, Safari, Firefox, Edge, etc.).
2. Type https://goo.gl/forms/nnQ6OVX8u7yAoIDJ2 into the search bar, (or just click the link).
3. Complete the form.
4. (Optional) If you drag and drop the link to the desktop, it will create an icon that allows employees to access the form by double-clicking on it.

To Access the Calendar

1. Open a web browser (Chrome, Safari, Firefox, Edge, etc.).
2. Type: https://calendar.google.com/calendar/embed?src=evv3pj3okpp2u82li229q19hks%40group.calendar.google.com&ctz=America%2FDenver into the search bar (you can also click the link).
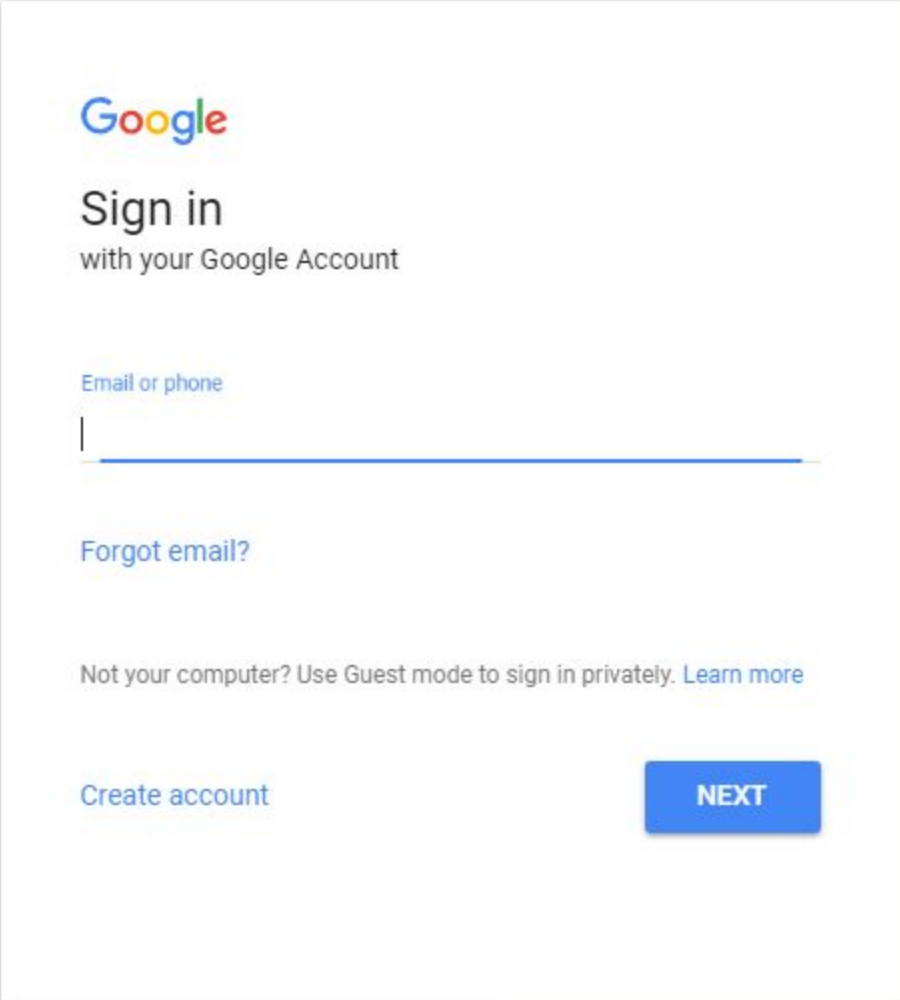
To Make Administrative Changes

1. Open a web browser (Chrome, Safari, Firefox, Edge, etc.).
2. Type in google.com in the search bar. You should arrive on a page that looks similar to the following.
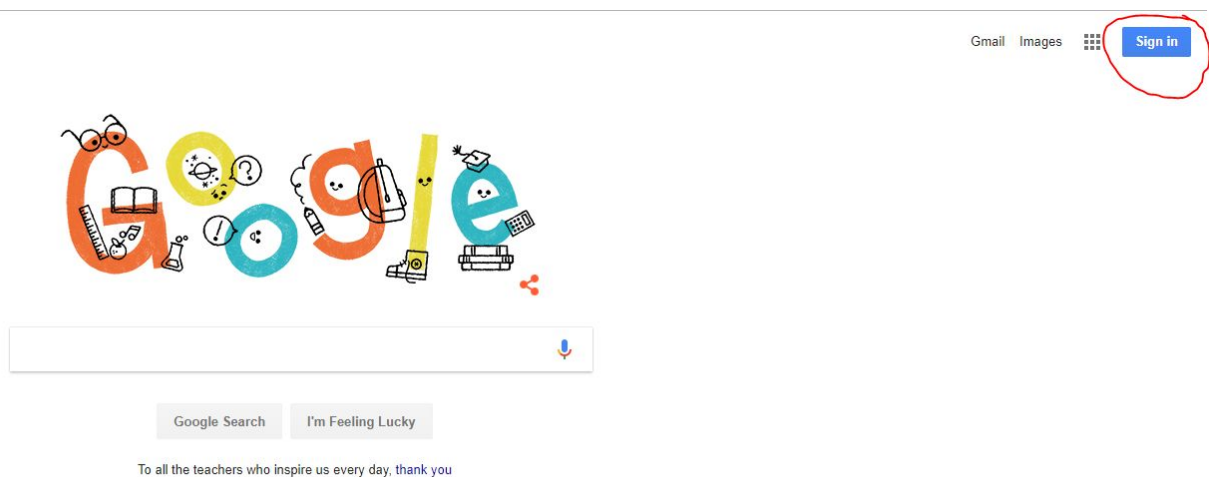
3. If there is a letter or an image in the upper-right corner of the window, click it and select "Sign Out" from the drop down menu. Otherwise, skip this step.

4. Click the blue "Sign In" button in the upper-right corner of the window.

5. If a menu with the option to "Choose an account" appears, select "Use another account." Otherwise, skip this step.
6. If the above image appears, you are in the right place! For the "Email of phone" text box, enter: crownpointhc@gmail.com
7. Press "Next."
8. For the password, enter: ece435groupTwo
   This is case sensitive meaning the "T" in "Two" must be capitalized.
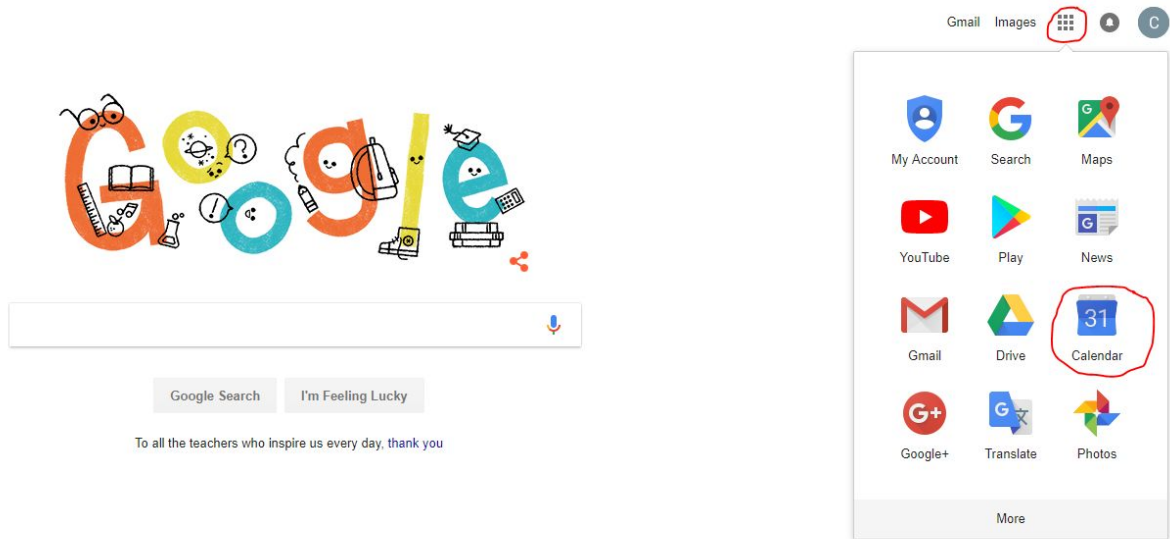
9. You should be taken to the above screen. Now, click on the 3x3 grid in the upper right corner. Then click on the "Calendar" button.

10. Congratz! You have reached the Calendar. All time off entered on the Google forms will be saved here! If you wish to edit time off manually, you can do that here. Read more about Google Calendars in the documentation: https://gsuite.google.com/learning-center/products/calendar/get-started/#!/